

City of Chattanooga, TN
Personnel Class Specification
CLASS CODE 1803

FLSA: Exempt

CLASSIFICATION TITLE: MANAGER, APC ENGINEERING

PURPOSE OF CLASSIFICATION

The purpose of this classification is to plan, manage and direct the engineering functions of the Air Pollution Control Bureau to include reviewing inspection reports, overseeing emissions testing operations, reviewing and approving various permits, and conferring with regulatory agencies, industry representatives and others regarding air pollution controls and activities.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.

Plans, prioritizes and delegates department assignments and projects; conducts staff meetings; coordinates staff training; monitors inspections, emissions testing and permitting activities to ensure completion based on mandated compliance schedules.

Represents the Department at board meetings of the Air Pollution Control Bureau.

Makes final decisions in the recruitment and selection of department personnel; prepares department budget request; implements approved budget; reviews and approves various personnel, purchasing and financial documents and forms.

Conducts patrols of business parks, industrial properties and other known problem areas; accompanies staff on site inspections and investigations; reviews and audits inspection work and related reports; conducts annual compliance inspections; recommends enforcement action as needed.

Oversees the review, evaluation and approval of air pollution control permits; writes permits for new industries.

Develops new and revised policies and procedures for department operations.

Provides technical support to the Bureau's director, legal staff, city and county officials and others.

Serves as Bureau liaison with state and federal EPA officials and others regarding revised laws, regulations and technical guidelines relating to air pollution control and other related environmental policy issues.

Supervises the preparation of reports to EPA documenting emissions data, compliance information, permitting activity and other data.

Participates in the review and investigation of air pollution complaints; conducts investigation work and prepares findings and reports; works with complainant to resolve problems.

Prepares performance and compliance reports for grant-funded programs.

Composes quarterly reports of department operations for submittal to regional EPA office.

Refers to various ordinances and regulations, the Federal Register, engineering textbooks, technical manuals, and other documents in performing management responsibilities.

ADDITIONAL FUNCTIONS

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Minimum Bachelor's degree in mechanical, chemical or environmental engineering with Master's level course work in the field; Master's degree strongly preferred; supplemented by three (3) to five (5) years previous experience and/or training that includes project engineer duties and related supervisory experience in process engineering or regulatory compliance; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid Tennessee driver's license. Possession of a Professional Engineer certificate in the State of Tennessee is required.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.

Human Interaction: Requires the ability to function in a managerial capacity for a division or organizational unit. Includes the ability to make decisions on procedural and technical levels.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize consulting and advisory data and information, as well as reference, descriptive and/or design data and information as applicable.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations involving basic algebraic principles and formulas, and basic geometric principles and calculations.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the direction, control and planning of an entire program or set of programs.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, or toxic agents.

Chattanooga, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.